

The following steps will explain how Graduate Program Administrators view an application grid and an individual application. From here you will be able to view all application and program questions, and whether or not all transcripts and reference documents have been uploaded.

1. Click the **Student Admissions** link.

2. Click the **Application Evaluation** link.

3. Click the **Dept Admission Evaluation** link.

4. Enter the student ID or some additional information in the Search Criteria. For example a Degree Plan or Academic Plan must be entered (e.g. ENCH-AOS). A grid of applicants will appear based on the search criteria.
 - The **Acad Plan (SPC)** indicates a specialization
 - The **Acad Plan (LOC)** indicates a location
 - The **Application Complete** field (**Y/N**) indicates the status of the application. A status of **Y = Yes** indicates all supporting documents have been received and an evaluator can be assigned. A status of **N = No** indicates not all supporting documents have been received (Unofficial transcripts, supporting documents, references and application fee).
 - **Evaluation Complete** indicates what stage the application is at:
 - o **Not Assign:** Evaluators have not been assigned
 - o **Eval Incplt:** Application has been assigned to evaluators, but one or more of the evaluators have not yet completed their evaluation,
 - o **Eval Cmpl:** All evaluators assigned have completed their evaluation

Viewing an Application

SA – Graduate Programs

Dept Admission Evaluation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

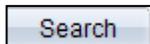
▼ **Search Criteria**

ID	begins with	<input type="text"/>	Q
Application Nbr	begins with	<input type="text"/>	Q
Academic Institution	=	<input type="text" value="UCALG"/>	Q
Academic Career	=	<input type="text" value="GRAD"/>	Q
Application Program Nbr	=	<input type="text"/>	Q
Admit Term	begins with	<input type="text" value="2177"/>	Q
Academic Program	begins with	<input type="text"/>	Q
Degree Stream Plan	begins with	<input type="text"/>	Q
Academic Plan	begins with	<input type="text" value="ENCH-AOS"/>	Q
Acad Plan(LOC)	begins with	<input type="text"/>	Q
Acad Plan(SPC)	begins with	<input type="text"/>	Q
Application Complete	begins with	<input type="text"/>	
Evaluation Complete	=	<input type="text"/>	

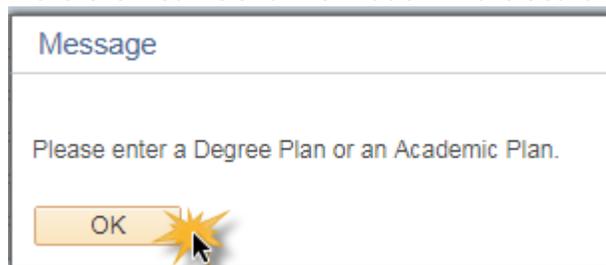
Must enter at least this information. Use additional search fields to refine search if desired.

[Basic Search](#)

- Click the **Search** button.

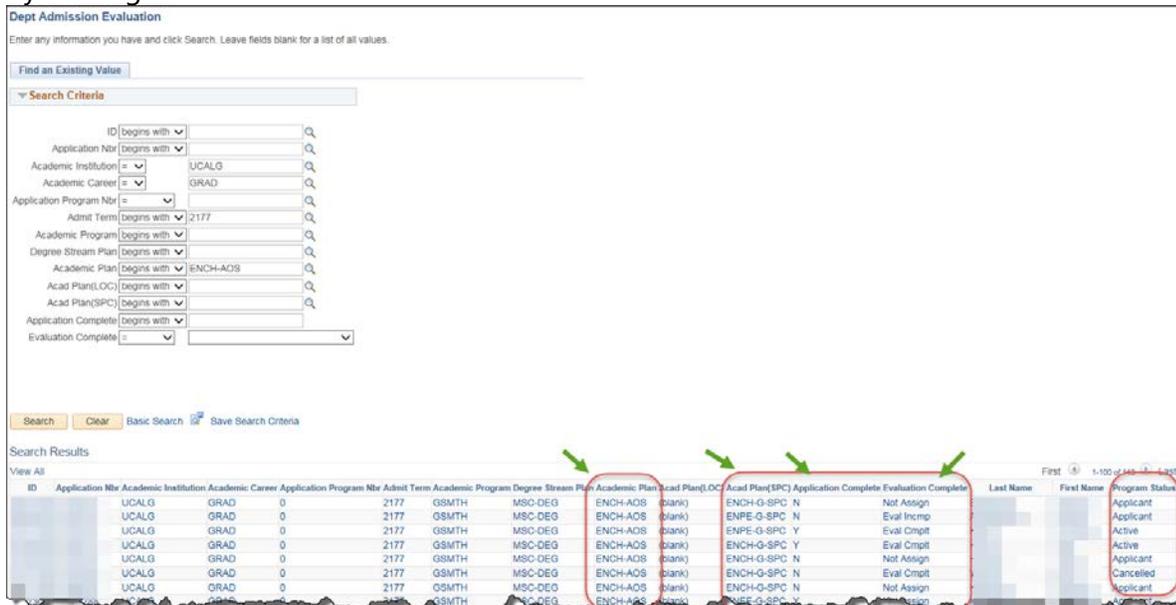


- If there is insufficient information in the Search Criteria the following message displays:



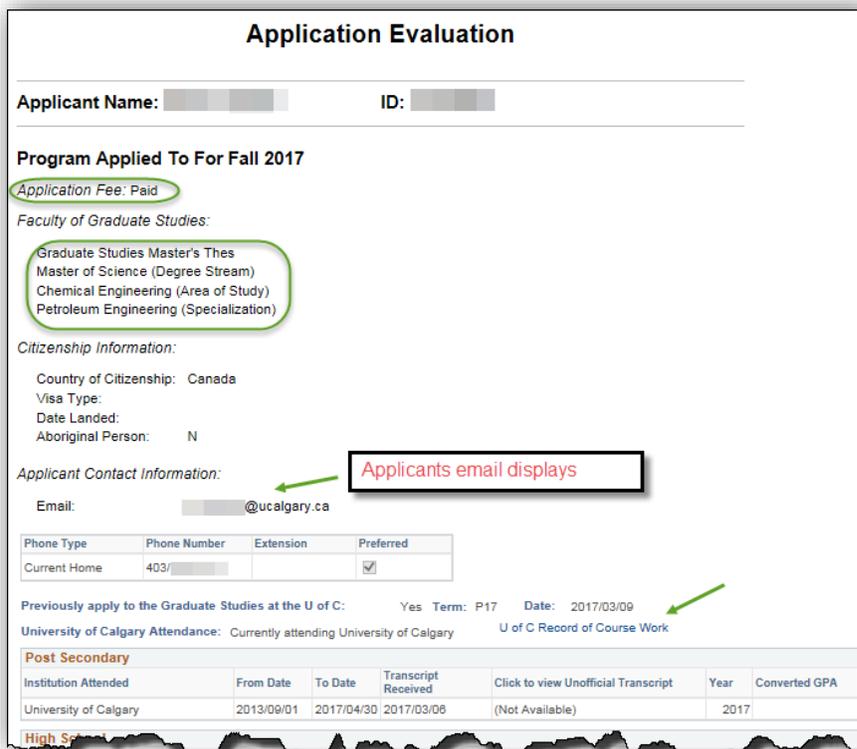
- The grid gives an “at a glance” look at the applicants. **Program Status** indicates what stage in the admission process the application is at (‘Applicant’ – The student has applied, but has not yet been admitted, ‘Cancelled’ – the student applied, but their application has been cancelled (administrative withdrawal or deny), ‘Admitted’ – The student has been admitted, but has not yet accepted through the student centre, ‘Active’ the student has been admitted and has accepted the offer of admission through the student centre).

Note: The most recent application will appear at the top but the Search results column are sortable by clicking on the column title.



Click the **Desired Application** link.

- The Application Evaluation window will appear. The top portion of the Application Evaluation window displays the applicant name, ID, program/term, application fee status (paid or unpaid), citizenship and contact information (**email** and phone numbers).



Viewing an Application

SA – Graduate Programs



9. Scroll down the page to view the lower portion of the page. The lower portion displays everything submitted by the student in the application, the referee information and any uploaded documents.

The screenshot shows the following sections:

- High School:** A table with columns: High School Attended, From Date, To Date, Transcript Received Date, Click to view Unofficial Transcript, Year, and Converted GPA. Row: DHAHRAN HIGH SCHOOL, 2010/09/01, 2013/05/31, 2013/06/07, (Not Available), 2013.
- Degrees:** A table with columns: Institution, Degree, Description, Major Area of Study, Degree Date, Status, and Degree Source. Row: University of Calgary, BSC, Bachelor of Science, [blank], 2017/06/01, In Progress, Self-Rpted.
- Referees:** A table with columns: Title, First Name, Last Name, Organization Name, Click to view Reference, Link to Reference, Date Loaded, Email Address, and Telephone. Rows include Dr. IJC AMN and Dr. ECJ LWF, both from the University of Calgary.
- Tests:** A table with columns: Test ID, Test Component, Description, Score, %tile, Test Date, Data Source, and Letter Score. Row 1 is empty.
- Supporting Documents:** A table with columns: Click to view Document, Date Loaded. Rows: Curriculum Vitae (2017/03/06) and Statement of Interest (2017/03/06).
- Application Questions:** A section with a question: "Are you applying to a Combined Program? If yes, specify which program." with a "No" answer.

Scroll down the page to view the application questions.

The screenshot shows the following questions:

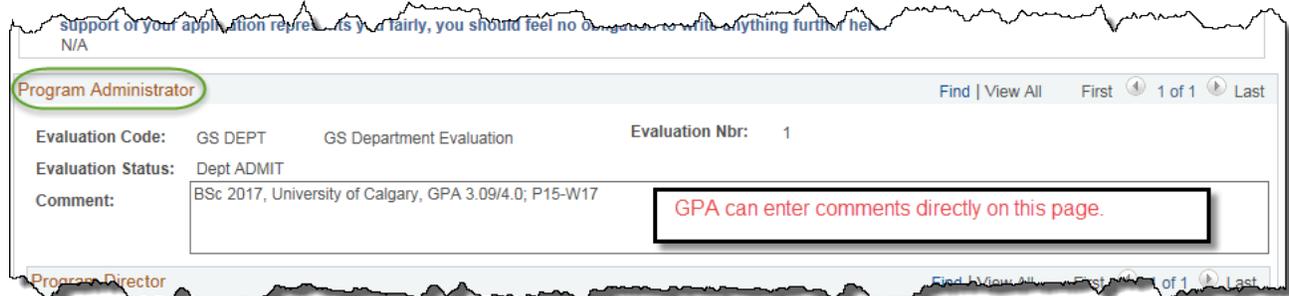
- Are you applying to a Combined Program? If yes, specify which program.
No
- Have you completed any courses towards this program? If yes, please list them.
No
- Is this application for re-admission to complete a program you withdrew, or were withdrawn from previously?
No
- How did you hear about this program?
Internet research/University of Calgary websites

Program Questions

- Have you been in contact with any professor in this department? If yes, who?
[Redacted]
- Please indicate your area(s) of Specialization: Chemical Engineering, Petroleum Engineering, Biomedical Engineering, Environmental Engineering, Energy and Environment, Energy & Environmental Systems.
Chemical Engineering
Environmental Engineering
- Do wish to attend full-time or part-time?
- Funding from this Department is limited and you will require a minimum of \$21,000 per year, for tuition and living expenses. Please state whether or not you will receive, or have applied for, financial support for your program in the form of an award, sponsorship, or other. Please indicate the dollar amount and duration of the support, and when it is to start.
- If relevant to your proposed field of study, list any publications and/or scholarly or professional organizations in which you hold membership.
[Redacted]

At the bottom of the application there is a comment box where GPA's may enter comments, if desired, and evaluators can see these comments when they review the application. Also, comments

can be added by navigating to Application Evaluations. Tip: use the “Transfer To” button at the bottom of the page.



support of your application represents you fairly, you should feel no obligation to write anything further here.
N/A

Program Administrator Find | View All First 1 of 1 Last

Evaluation Code: GS DEPT GS Department Evaluation Evaluation Nbr: 1

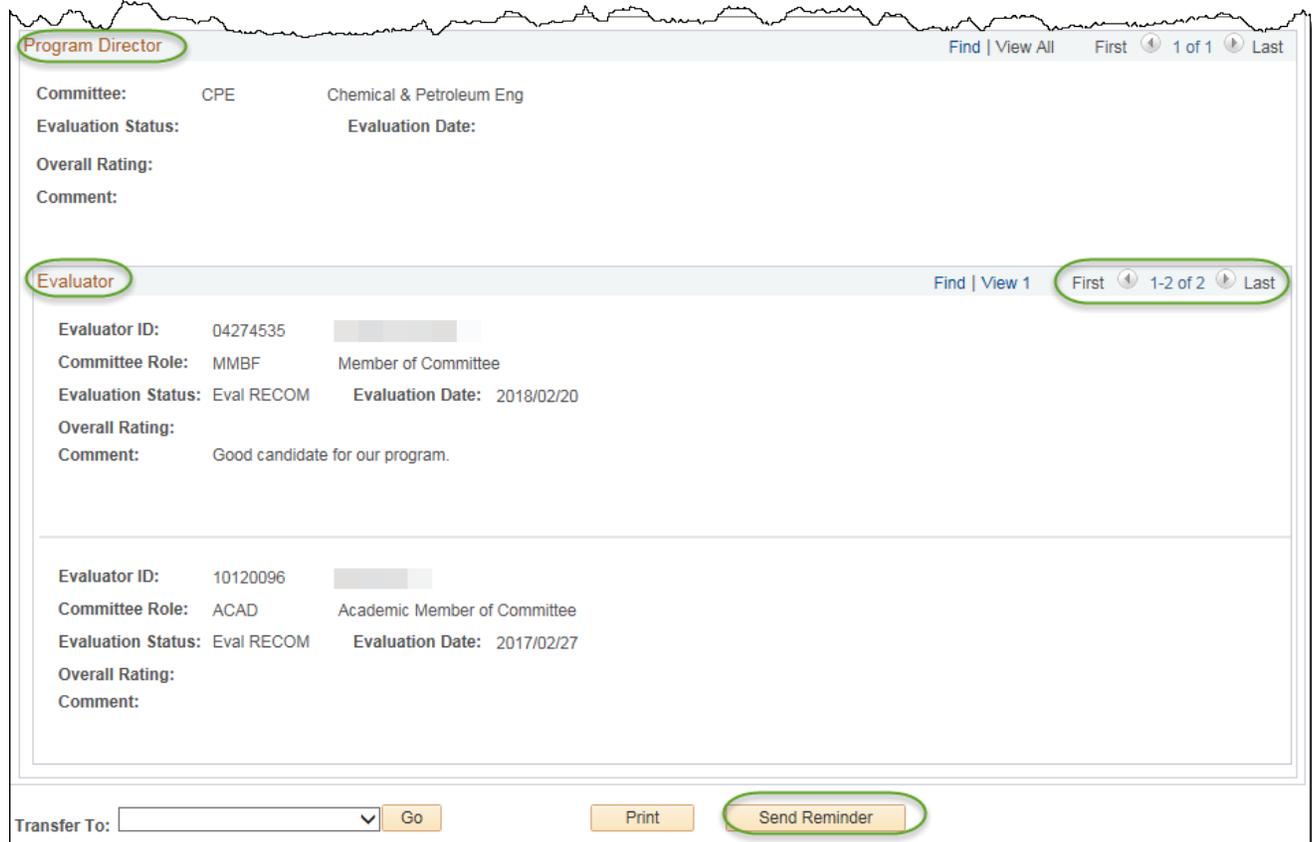
Evaluation Status: Dept ADMIT

Comment: BSc 2017, University of Calgary, GPA 3.09/4.0; P15-W17

GPA can enter comments directly on this page.

Program Director Find | View All First 1 of 1 Last

When completed, Program Director and Evaluator comments can be viewed.



Program Director Find | View All First 1 of 1 Last

Committee: CPE Chemical & Petroleum Eng

Evaluation Status: Evaluation Date:

Overall Rating:

Comment:

Evaluator Find | View 1 First 1-2 of 2 Last

Evaluator ID: 04274535

Committee Role: MMBF Member of Committee

Evaluation Status: Eval RECOM Evaluation Date: 2018/02/20

Overall Rating:

Comment: Good candidate for our program.

Evaluator ID: 10120096

Committee Role: ACAD Academic Member of Committee

Evaluation Status: Eval RECOM Evaluation Date: 2017/02/27

Overall Rating:

Comment:

Transfer To: Go Print Send Reminder

The **Send Reminder** button is available if a reminder email is required. The Send Reminder immediately sends an email reminder to the evaluator if they haven't completed the evaluation.

End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services training website > Student Administration (PeopleSoft Campus Solutions).